Previous references.

1909
S. A.

File No. 29-09.

Serial Nos. 8.

Later reference

(4)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 8.

Part B. for December 1909.

SUBJECT.

Addenda and Corrigenda to the M.S.R. No. 24. (3rd Edition) D. 23/12/09

addenda & Corrigenda to the M.S.R (3rd Ed) D. 23/12/09. Page 218.

29-09
(8)

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc.; not intended for permanent record.]

Subject

Proposed incorporation in the M.S.R. as an Append.- of the ~~acc~~ circular no. 76745-5 S&A 484-08 dt 7.5.09 on the subject of the speedy disposal of pension applications.

Submitted.

orders are solicited as to the exact place the circular should occupy in the Regulations. A proper place for it seems to be after Appendix B and before Appendix 1. Appendices A & B ~~deal~~ relate to the subject of pensions also, & these ~~circulars~~ to may be added the circular as Appendix C.

ASR 8/12 mk 8/12

The order with the portion struck out in pencil, omitted may be issued as appendix C.

mk 9/12-9

Just Seen

Yes - but what is the use of renumbering some Appendices & marking others by letters A, B, C. Let all of them have letters -.

M 10/12/09

mk 11-12-9

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19-5-08

Draft put up. Please see marginal note in pencil in the draft.

ASR mk 15/12

Passed mk 16/12/09

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

218- Page 218.

Art.

Insert the following as Appendix C and mark the subsequent Appendices 1 to 6 by the letters D. E., F. G. H. I. respectively, making the corresponding alterations in the articles in which these appendices are referred to.

"With a view to the speedy disposal of pension applications, the following instructions are issued:-

(1) The chief cause for the delay in the settlement of a pension claim is that due to the time taken in the verification of the services of non-gazetted officers.

Special attention should, therefore, be given to the instructions contained in many of the orders regarding the correct posting of service registers and keeping them up to date. With the service registers properly maintained, delay may be entirely obviated in most cases by adopting the procedure of preliminary verification provided in Article 489 of the Mysore Service Regulations. It is requested that Heads of Offices will adopt this procedure in future in all cases in which it is possible to do so.

(2) Another cause for delay is that pension cases are not, in most cases, sent with complete details to the Comptroller's Office and that they have to be returned once or more for additional information or corrections, etc. Before despatching an application for pension or gratuity to the Comptroller's Office, the Head of an Office should invariably satisfy himself that the application has been prepared in conformity with the instructions laid down in the Mysore Service Regulations. If this is done, much of the delay that is at present complained of will be avoided.

(3) Pension applications should not be dealt with as papers in the ordinary course, but their disposal as well as subsequent references from the Comptroller's Office should be regarded as urgent.

3. If Heads of Offices and controlling officers may proper attention to the subject, much of the delay and hardship complained of will disappear. But as it is desirable absolutely to put an end to the present intolerable state of things, under which retired officials do not get their pensions for months together, and in some cases even for years after their retirement, the Government of His Highness are pleased to direct that the Head of every office shall furnish the Comptroller within fifteen days from the date of retirement of any person employed in that office with -

(1) an advance copy of the first and second pages of the pension application prepared with the fullest information that can be obtained regarding service, without delay,

(2) a duplicate last-pay certificate, and

(3) an explanatory memo of doubtful points in connection with the service.

In the case of Heads of Offices subordinate to a departmental controlling officer, the above papers should pass through the Head of the Department, who should pass them on to the Comptroller within one week of their receipt in every case with his remarks, if he has any to offer.

4. The Comptroller will thus have sufficient materials for the grant of an anticipatory pension in every case within one month of the officer's retirement and such pensions should be freely granted. The applicant should also be distinctly told at the time of retirement by the Head of his office that he should apply to the Comptroller for an anticipatory pension if he wants payment of pension at once. The Comptroller cannot at present freely exercise his powers of granting anticipatory pensions though some retired officials apply for it, as the necessary information is not available without reference to the Head of the Office and without considerable delay in many cases.

5. The fact of the grant of an anticipatory pension should in no way delay the submission of the formal application which should be done under standing orders within three months at the most of an officer's retirement".

(3rd Edition No. 24 dated 23-12-09).

K.R.

Addenda and Corrigenda to the M-S-R

3rd Edition

Page 218

Insert the following as Appendix C, and mark the subsequent Appendices 1 to 6 by the letters D. E. F. G. H. I. respectively

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(1) The chief cause for the delay in the settlement of a pension claim is that due to the time taken in the verification of the services of non-gazetted officers. Special attention should, therefore, be given to the instructions contained in many of the orders ~~referred to in para 1~~ regarding the correct posting of service registers and keeping them up to date. With the service registers properly maintained, delay may be entirely obviated in most cases by adopting the procedure of preliminary verification provided in Article 489 of the Mysore Service Regulations. It is requested that Heads of Offices will adopt this procedure in future in all cases in which it is possible to do so.

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(3) Pension applications should not be dealt with as papers in the ordinary course, but their disposal as well as subsequent references from the Comptroller's office should be regarded as *urgent*.

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SR 484-68-1
8.7.509

Financial (Salaries and Allowances), dated 7th May 1909.

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(3rd Edition no. 24 dt 23-12-09.)

J. S. CHAKRAVARTI,
Financial Secretary.

16/12/09